

Vasant Laxmi Kandikuppa

High School Principal

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Organizational leader and educational administrator offering 15+ years of experience as the Principal of high school, and 14 years of teaching experience. Outstanding skills in parent communication, conflict resolution and staff management. Known for consistently supporting faculty and staff as advocate leader. Expertise in financial and resource management and school administration. Familiar with central and state standards and regulations related to academic performance, assessment programs, and educational practices. Experienced as leading faculty and staff of elementary, middle, and high schools.

Skills

- School administration
- Staff Management and Training
- Lesson Planning
- Budget creation and School Finances management
- Acquaintance with state education board regulations
- Expertise in exam dept administration

Work History

Jul 2005 - Current

High School Principal

Raipur Convent School, New Rajendra Nagar, Raipur (Chhattisgarh)

- Achieved state board recognition for Classes 10th and 12th of the branch, and maintained full compliance for continued recognition
- Performed staff management activities – hiring of teaching/non-teaching staff, salary management, attendance, lesson plan reviews, teacher training, etc.
- Performed classroom evaluations to assess teaching strategies, and trained teachers on effective teaching techniques and classroom management
- Collaborated with staff for online teaching techniques, online submission of assignments, and conducting online exams
- Ensured teacher enrollment and participation in training workshops and seminars

- Documented employee data for ESIC compliance
- Prepared annual school budget reports based on revenues and expenses, with recommendations for hiring, capital expenditures, and cost-saving initiatives
- Prepared detailed financial reports for annual school audit, and shared with relevant authorities
- Conducted regular meeting with trustees, and shared performance and budget reports
- Maintained frequent communications with the supervising *Amlidih Nodal Committee* for latest govt policy updates
- Maintained full compliance with RTE policies, handled BPL student enrollments and records, and RTE govt funding
- Supervised building construction and school expansion activities
- Supervised purchase and maintenance of physical assets, vehicles, lab assets, and other school supplies
- Supervised student admissions activities, including pamphlet design, printing, distribution, etc.
- Oversaw and participated in fees collection activities, including appropriate dispute resolution with parents
- Communicated policies and procedures to students and parents regarding student performance
- Oversaw board exam registration for students of Classes 8th, 10th, and 12th
- Oversaw and participated in proof reading activities for inter-branch exam papers
- Arranged career guidance lectures for secondary school students
- Hosted school as the center for board exams and govt services exam (CG PSC)
- Hosted school annual functions, and supervised dance performances
- Started yoga classes for primary and middle school students

Jul 2001 – Apr 2005

Secondary Math Teacher

Raipur Convent School, Satti Bazar, Raipur (Chhattisgarh)

- Prepared and implemented lesson plans to adhere to state board curriculum, and school policy objectives
- Changed learning approach frequently to keep students engaged in effective learning
- Maintained open and productive communication with administration, students and parents about student performance
- Assessed class assignments, determined grades and reviewed work with academically weak students to boost their performance
- Visiting math faculty for other branches of Raipur Convent School
- Worked as the head of exam dept, with duties like inter-branch allocation of evaluators for re-evaluation of answer sheets
- Participated in teacher interview process, with duties like invigilation

during written exams, answer sheet re-evaluation, etc.

- Participated in state board registration activities for students of Classes 10th and 12th

Jul 1990 – Apr 2000

Primary/Middle School English Teacher

Saraswati Shishu Mandir, Chachai (Dt - Shahdol), Madhya Pradesh

- Taught English grammar to primary and middle school students, with adaptive teaching techniques for academically weak students
- Prepared and implemented lesson plans covering the requisite course topics
- Established appropriate deadlines and provided instructions for assignments
- Participated in exam duties, like question paper distribution, re-evaluation of answer sheets, assigning exam evaluators, etc.
- Assisted in fees dept duties, like fees collection, fees record keeping, banking activities for fee deposits, etc.
- Engaged in medical supplies (first aid) management

Education

2008 – 2009

Bachelor of Education

Pt. Ravishankar Shukla University, Raipur (CG)

1999 – 2001

Master of Arts in Economics

Awadhesh Pratap Singh University, Rewa (MP)

1996 – 1999

Bachelor of Arts

Awadhesh Pratap Singh University, Rewa (MP)

1996 – 1998

Diploma in Education

District Institute of Education & Training, Shahdol (MP)

Accomplishments

- Received *Nation Builder Award* from the *Association of Democratic Human Rights* in 2019
- Nominated for *State Level Vibrant Teacher Award 2018*, by *Humans Care and Development Society (HCDS) Associate GV of MP/CG*
- Achieved >98% results for Class 12th for two years, and >90% results for Class 10th for 5 years
- Trained student who achieved second position in state level *Sanskrit Gyan Pariksha*, 2017
- Trained student who made it to the Class 12th merit list in 2015
- Trained the school team that was runner-up in the *Inter School Quiz Contest*, 2009-10

- Trained student who achieved 100% marks in Mathematics in Class 10th board exam, 2003
- Trained the school dance group that won the best dance performance award in annual school function at Raipur
- Trained the school dance group that won first prize at the inter-school cultural fest at Chachai (MP) on Republic Day

Languages

English



Hindi



Telugu



Certifications

- Certified for *Teachers Training Category*, hosted by *Saraswati Shiksha Parishad* at Rewa in 1995. Duration: 1 month
- Certified for *Teachers Training Category*, hosted by *Saraswati Shiksha Parishad* at Shahdol in 1991. Duration: 1 week
- Participation certificate in *Faculty Development Program*, hosted by *Kalinga University* in 2019